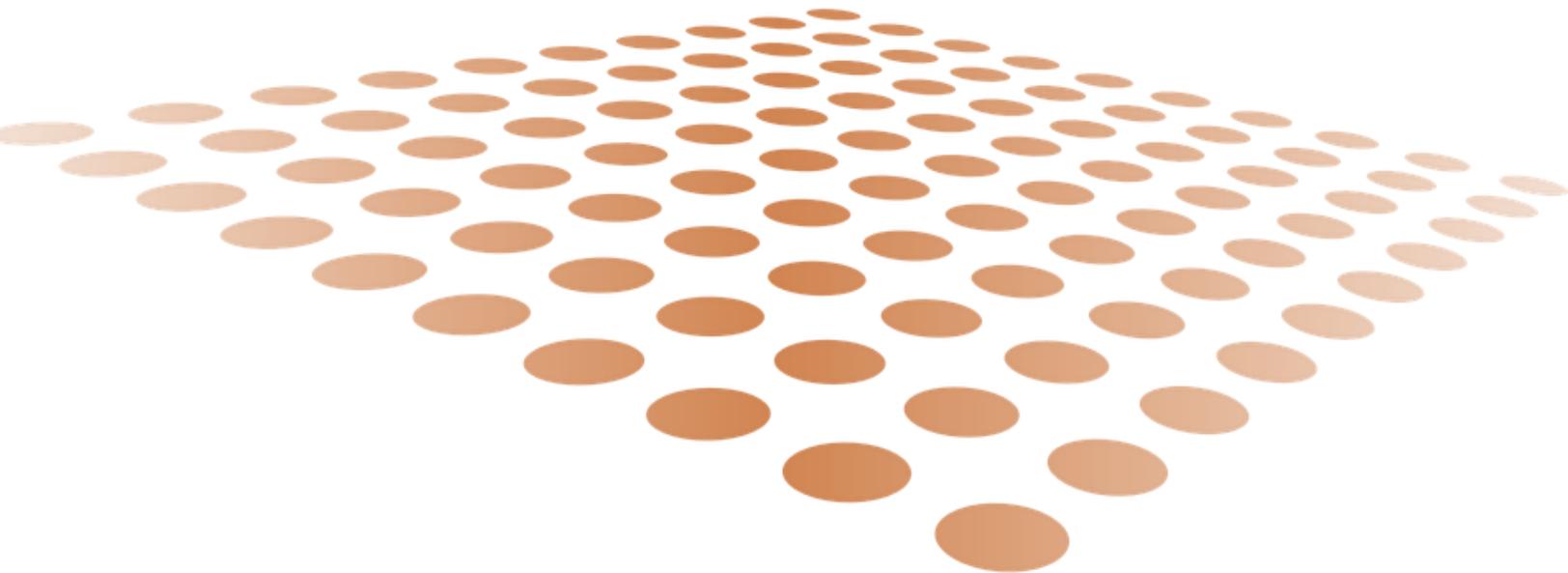


ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: CREATING A STOCK RETURN



# CREATING A STOCK RETURN

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## Stock Returns

The Stock Return (SN) document allows the original requestor to return previously issued items back to the originating warehouse. The document records the exact quantity of stock items that have been returned to the warehouse. Also, updates the exact quantity of returned stock items on the INVN and the referenced Standard Stock Requisition (SRQ) or Over the Counter (OC) document, if applicable. Which correctly records the decrease in expense to the buyer and decrease in revenue for the seller. Captures the unit price from the original issue transaction even if the unit price has changed.

### Procedure – Create a Stock Return

1. Log in to AFIS
2. Navigate to the Document
  - a. In the Jump to field, enter **SRQ or OC**.
  - b. Click **Go** or **Enter**.
3. In the Document Catalog locate the Document Identifier section
  - a. The **Code** field will be populated with the Document Code.
  - b. In the **Dept**, enter **your department code** from the original SRQ/OC.
  - c. Click the **Browse** link.
  - d. Click on the Document ID of the document to use in the return. The Header of the SRQ/OC document will open.
4. Copy forward the original document
  - a. Click the Copy Forward button. The Copy Forward page will open.
  - b. Populate the Copy Forward page of the SRQ/OC document.
    - a. In the **Doc. Department Code** field enter **your department code**.
    - b. Select the box next to **Auto Numbering** field.
    - c. Select **Target Doc Type** of **SN**, check appear next to doc type.
    - d. Click the **OK** button to create the document.
    - e. **Stock Return** document opens with a new ID number.
5. Complete the **Header** Section.
  - a. Click the **Returning Information** tab.
  - b. In the **Return Code** field, select a **Return Code**.
  - c. Click **Save**.
6. Complete the **Commodity** Section.
  - a. In the grid at the top of the section, click on the **Trash Can** icon to delete any lines NOT included in the return.
  - b. At a minimum, enter the following information on the **General Information** tab
  - c. In the **Inventory Location** field, select the location the item will be returned to.
  - d. In the **Returned Quantity** field, enter the quantity to be returned.
  - e. Click the **Recalculate Accounting Line Amount** button.



## Quick Reference Guide

7. **Validate** the SN document. Correct any identified errors.
8. **Submit** the SN document.